

INDIANA DEPARTMENT OF EDUCATION SUPPLEMENTAL EDUCATIONAL SERVICES

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT FOR:

Safe Harbor

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Unsatisfactory	Criminal Background Checks	Non-Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Unsatisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Satisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 4-3:1	Satisfactory		

ACTION NEEDED: NONE

Safe Harbor submitted a corrective action that a) described the process Safe Harbor will use to ensure that tutors are implementing the program as described in provider's original application...this included professional development or training opportunities that will be offered to assist tutors, b) the process that Safe Harbor will use to evaluate the effectiveness of tutors in implementing the program appropriately and accurately (the current evaluation does not address tutor's use of program curriculum, tutor's ability to address questions or clarify information to students, etc.), as well as consequences that will be utilized for tutors who are not performing appropriately and c) described how Safe Harbor will ensure for all future tutors that *current* background checks are conducted prior to tutors working with children.

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Safe Harbor
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: May 10, 2007

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	ONE of the following: -Tutor resumes/applications (<u>all tutors</u>) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Tutor resumes -Tutor evaluations -Tutor job description	X		Tutors meet qualifications listed in provider application. Tutor job description is in line with provider application.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment brochure -Parent handbook -Incentive policy	X		Incentive policy is in line with Indiana Department of Education's policy guidelines. Recruitment materials are in line with provider's original application.
Academic Program	ONE of the following: -Lesson plan(s) for one class in all subjects offered <i>In addition to:</i> ONE of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Detailed lesson description -Connection to specific IN academic standards -Lesson plans	X		Lessons connect to IN academic standards. Lessons are in line with provider application.
	TWO of the following: -Sample progress report	-Progress reports -Progress reporting timeline	X		Progress reports are in line with provider's original application. Progress reporting timeline is in line with provider's original

Progress Reporting	-Timeline for sending progress reports -Documentation of reports sent				application
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On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Safe Harbor

DATE: May 1, 2007

SITE: 811 Royal Road (Niemann Elementary School)

REVIEWER: ST & MC

TUTOR'S INITIALS (ALL TUTORS OBSERVED): R.S. & M.K.

TIME OF OBSERVATION: 3:30 p.m.

NUMBER OF LESSONS OBSERVED: 1

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application		X	Students worked independently on homework assignments on math and language arts. One tutor periodically rotated from student to student answering questions. Another tutor working one-on-one with a student read words to the student and the student attempted to correctly spell the words on a dry erase whiteboard. Observed lesson does not completely match description in provider's original application. While the tutor working one-on-one with the student on spelling words appeared to be using Foundation's curriculum and activities as described in the application, there were still several programmatic elements that were missing in the session. For instance, tutors were not observed working with students using the Wilson Reading kit or implementing strategies (such as sharing ideas through discussion, solving problems using multiple strategies, cooperative learning through partner and small group activities, using hands-on activities, etc.) that were described in the application for working with students on Every Math (several students had Everyday Math homework assignments). In addition, tutors did not appear to completely adhere to the lesson structure that was described to reviewers upon arrival or the lesson description submitted with monitoring documentation. Although the lesson description and the lead tutor stated each student would rotate from working on homework assignments in small groups to working with a tutor one-on-one on individual instruction, students were not observed to be rotating to individual instruction during the observed session as only one student was observed receiving one-on-one instruction.
Instruction is clear		X	The tutor working one-on-one with the student on spelling words used flash cards with word chunks and referred to previous lesson material to clarify instruction and assist the student with difficult words. However, the rotating tutor was not always able to provide students with resources to

			answer questions. This tutor was not always able to offer alternative explanations or examples when students did not understand her initial explanation. In addition, students did not seem to know what to do while they waited for tutor assistance or when they completed their assignments. Also, it was not clear to students when or how they should receive assistance from tutors which meant that often times they interrupted tutors in the middle of assisting another student.
Time on task is appropriate	X		For the most part students worked diligently on completing their homework. However, when students had finished their work and were waiting further instructions or were waiting for tutor assistance, it appeared they did not always know what to do.
Instructor is appropriately knowledgeable	X		Although tutors did not appear to completely implement the program as described in the application or as described to reviewers (see comments in “Lesson matches provider application” section above), the tutor working one-on-one with the student on spelling words demonstrated familiarity with the Foundation’s program described in the application. However, the tutor who rotated to students appeared to have difficulty clarifying challenging problems and providing alternate explanations when students did not understand initial clarification.
Student/instructor ratio: <u>4-3:1</u>	X		Application describes ratio as one-on-one or small groups of 10:1. Ratio observed is in line with description in original application.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Safe Harbor
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: May 10, 2007

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks were submitted, however, not all checks were current		X
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	- Pick-up policy (Parent Handbook) -Emergency Situations Guidebook	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	-Certificate of Incorporation -Financial summary from 2004-2006	X	